

Treatment Team Documentation Standards

- Billing for treatment team requires a change to the client's plan of care and must be documented on the client plan with appropriate signatures.
- One progress note is written by the lead clinician to document the meeting. (MDs and RNs may write a separate note if appropriate). All other members claiming time are listed as collateral servers.
- Treatment team shall consist of three or more members and generally includes a MD.
- The words "Treatment Team Meeting" should be documented at the beginning of the note.
- In the progress note, the lead clinician documents the team members claiming service time including credential/job title. Documentation must include the unique contribution made by each team member. Team members who are present but NOT making a unique contribution may not bill, but may record service code 815 as non-billable time.

Treatment Team Service Entry

- Use Service Code 13 (Plan Development)
- Bill ONLY for the time used to discuss the changes in plan for the client (for example, a treatment team of five clinicians may meet for an hour, but only 10 minutes were used to discuss the client, and only two clinicians gave unique information to change the client plan – one for 3 minutes and one for 7 minutes. These two clinicians can bill their specific times of 3 minutes and 7 minutes to service code 13). Also, total staff time billed cannot exceed the time of the treatment team meeting. For example, if the team meets for 30 minutes, and 4 people contribute, they could not each bill 10 minutes since $4 \times 10 = 40$ min, and this is greater than 30 min.
- If an MD or RN claims a medication support service for their participation, he/she must write a separate note, and the documentation must support that level of service. Enter the correct service code and time claimed.
- If both a doctor and nurse are present for the treatment team meeting, ONLY ONE of these individuals may bill for their contribution. The staff claiming the service must document the progress note.